

Service Provider Report Instructions For Fiscal Year 2013

The Older Americans Act Service Provider Report is due no later than **November 1, 2013** – The report is due for the completed fiscal year.

Please submit this report, in the provided excel format, to the Area Plan Coordinator for the Kansas Department for Aging and Disability Services, Lacey Vaughan, at Lacey.Vaughan@kdads.ks.gov.

Completion Requirements

- Enter the fiscal year, title number, PSA and page number at the top of the page.
- Area Agency on Aging Staffing Profile includes instructions within the worksheet provided and is required for a completed report.
- Health Promotion completed for IID services listed.
- The forms are to be completed for all services under Titles III-B, III-C, III-D and III-E that are **not data entered into KAMIS**—includes non-eligible participant congregate and home delivered meals.
- Group like services together.

Column 1 – Enter the provider name.

Column 2 – Enter the counties the provider served.

Column 3 – Enter the service code for the service provided. *(See Service Taxonomy for correct code.)*

Column 4 – Enter the unit cost of the service provided, this cost should include all match and non-match funds.

Column 5 – Enter the unduplicated number of persons served *(As defined below)*. This total should be by the service, not by the provider.

Column 6 – Enter the number of service units provided during the fiscal year.

Column 7 – Indicate by placing a mark in the associated cell if the provider is a minority provider *(As defined below)*.

Column 8 – (For III-E services only) Indicate if the service was provided to a caregiver serving elderly individuals, or individuals less than 60 with Alzheimer's or a related disorder.

Column 9 – (For III-E services only) Indicate if the service was provided to a grandparent or relative caregiver of children not more than 19 years of age, and disabled adults age 19-59.

Definitions

Unduplicated Persons Served – an unduplicated count of persons (per service) served in the state. The total count should include all persons served during the course of the year, regardless of how many service units an individual receives.

Minority Provider *(As defined by the Administration on Aging Title III and Title VII State Program Reports Definitions)* - A not for profit organization whose controlling board is comprised of at least 51% minority individuals or a business concern that is at least 51 percent owned by one or more individuals who are either an African American, Hispanic origin, American Indian/Native Alaskan/Native Hawaiian, Asian American/Pacific Islander minority or a publicly owned business having at least 51 percent of its stock owned by one or more minority individuals and having its management and daily business controlled by one or more minority individuals.